

REPORT DOCUMENTATION PAGEForm Approved
OMB No. 0704-018

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1. AGENCY USE ONLY (Leave blank)	2. REPORT DATE June 1997	3. REPORT TYPE AND DATES COVERED Final	
4. TITLE AND SUBTITLE DRAWER HEAD REPLACEMENT PROGRAM		5. FUNDING NUMBERS	
6. AUTHOR(S) Gary F. Bruketta			
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(E(S) Naval Facilities Engineering Service Center 1100 23rd Ave Port Hueneme, CA 93043-4370		8. PERFORMING ORGANIZATION REPORT NUMBER TDS-2042-SHR	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESSES		10. SPONSORING/MONITORING AGENCY REPORT NUMBER	
11. SUPPLEMENTARY NOTES			
12a. DISTRIBUTION/AVAILABILITY STATEMENT Approved for public release; distribution is unlimited.		12b. DISTRIBUTION CODE	
13. ABSTRACT (Maximum 200 words) <p>The Department of Defense (DoD) Lock Program has established a program to speed up and lower the cost of replacing drawer heads on General Services Administration (GSA) approved "Red Label" Security Containers. This program was set up to minimize the time and cost normally associated with "Locked-Out" security containers. In most cases a replacement drawer head is shipped the day a "Lock-Out" is reported. Customers return the neutralized drawer head to the Lock Program repair facility where it is reconditioned, recertified, and reissued. This program is approved by GSA.</p> <p>This TechData Sheet includes background, discussion, procedure, safety precautions, security precautions, and contact points for the Drawer Head Replacement Program.</p>			
14. SUBJECT TERMS DoD Lock Program, drawer head replacements, security containers, GSA approved security containers, "Locked-Out" security containers, and DoD Regulation 5200.1R.		15. NUMBER OF PAGES 4	16. PRICE CODE
17. SECURITY CLASSIFICATION OF REPORT Unclassified	18. SECURITY CLASSIFICATION OF THIS PAGE Unclassified	19. SECURITY CLASSIFICATION OF ABSTRACT Unclassified	20. LIMITATION OF ABSTRACT UL



TechData Sheet

Naval Facilities Engineering Service Center
Port Hueneme, California 93043-4370

TDS-2042-SHR

June 1997

Drawer Head Replacement Program

INTRODUCTION

The Department of Defense (DoD) Lock Program has established a program to speed up and lower the cost of replacing drawer heads on General Services Administration (GSA) approved "Red Label" Security Containers. This program was set up to minimize the time and cost normally associated with "Locked-Out" security containers. In most cases a replacement drawer head is shipped the day a "Lock-Out" is reported. Customers return the neutralized drawer head to the Lock Program repair facility where it is reconditioned, recertified, and reissued.

This program is approved by GSA.

BACKGROUND

Drawer-type, GSA-approved security cabinets are covered by Federal Specification AA-F-358. This specification was revised in March 1989 to add several security and functional changes. One change is that the drawer head must be removable from the drawer, and must be replaceable as a unit. Another change is that the container must provide 30 minutes of covert entry protection. Manufacturers have increased drill resistance of the hardplate that surrounds the lock in order to meet the covert protection requirement. Containers that meet the current requirements have been manufactured since 1 October 1990, and are distinguished by a red-lettered GSA label on the outside of the control (locking) drawer head (see Figure 1).

Since 10 March 1992, all cabinets built to AA-F-358G have been required to be fitted with locks meeting Federal Specification FF-L-2740. The only exception is the Field Safe - Class 6, Size VIII. The only lock to date to be approved under that specification is expensive, and must be replaced if drilled or damaged. Removable drawer heads, tougher hardplate, and expensive locks make it more cost effective to cut the locking bolts and replace the drawer head than to drill through the hardplate and damage the lock.

This procedure is documented in Change 2 to DoD Regulation 5200.1R, dated October 1994, paragraph 5-105 b., refers to the Naval Facilities Engineering Service Center (NFESC) Technical Data Sheet TDS-2000-SHR, dated Nov 1993. The method described, using a circular saw and abrasive blades, is intended primarily for Class 5 containers. Another NFESC Technical Data Sheet, TDS-2010-SHR, dated June 1995, applies to Class 6 red-label containers. It describes using a carbide-tipped hole saw to neutralize a lockout. Both of these methods are approved by DoD.

**GENERAL SERVICES
ADMINISTRATION**

**APPROVED
SECURITY CONTAINER**

This drawer head repaired and recertified under the:

DoD LOCK PROGRAM

GSA APPROVED

Date: _____

Naval Facilities Engineering Service Center
Port Hueneme, CA 93043-4370

Figure 1. GSA-approved security container labels.

DISCUSSION

Using the procedure described in this Technical Data Sheet is easy and will save time and money. It will require the technician to make only one trip to the container, the drawer head will be shipped promptly, will cost less, and the container will be out of service for a short period of time.

Prior to the Drawer Head Replacement Program, resolution of locked-out Class 6 red-label containers involved several steps plus considerable expense and inconvenience. A technician would open the container according to one of the methods described above. The classified material custodian would have to arrange for alternate storage or safeguarding of the classified material until a new drawer head could be procured from the manufacturer (*this can take several weeks*) and the container restored to its original state of security integrity. This process required at least two service calls, plus the inconvenience and cost associated with removal and relocation of classified information. Activities taking advantage of the Drawer Head Replacement Program can save at least one service call and do not have to relocate classified information.

PROCEDURE (See Figure 2)

- A classified material custodian encounters a lockout on a red-label Class 6 security container.
- The customer (security manager/officer) calls the Drawer Head Replacement Program Manager (Gary Bruketta) or the DoD Lock Program Hotline.
- The DoD Lock Program explains funding requirements (cost includes shipping and handling both ways), sends a Form 2275, if needed; sends (by fax or e-mail) a form for the customer to indicate specifics of the drawer head needed (red-label, Class 6, manufacturer, drawer width, color); explains that the hole saw method must be used, sends a copy of TDS-2010-SHR.
- The customer sends funding to the DoD Lock Program.
- The DoD Lock Program contacts the repair facility, and directs it to ship the replacement drawer head to the customer.
- The customer arranges for a technician to open the container when the drawer head arrives.

- The repair facility sends the drawer head to the customer (overnight mail) in a reusable shipping container.
- The technician opens the container using the procedure described in TDS-2010-SHR, removes the neutralized drawer head and installs the replacement drawer head.
- The customer returns the neutralized drawer head to the repair facility.

SAFETY PRECAUTIONS

When the control drawer is opened, the control drawer shall be emptied of all material. The drawer head shall be removed from the drawer. It may be easier to remove the drawer from the container before detaching the drawer head.

SECURITY PRECAUTIONS

The classified material custodian for the container being opened must be present when the lockout is neutralized. The custodian must then manage the removal of any classified material from the neutralized control drawer, and must provide security for all of that container's classified material. When the drawer head has been replaced and fitted with a lock meeting Federal Specification FF-L-2740, the custodian will then replace the classified material in the container and see that a combination is set on the lock in accordance with DoD 5200.1R.

CONTACT

For additional information or questions concerning this Technical Data Sheet, contact:

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or

Contact the **DoD Lock Program Hotline** at:
DSN: 551-1212, (805) 982-1212,
Fax: DSN: 551-1253 or (805) 982-1253
E-mail: dodlock@nfesc.navy.mil

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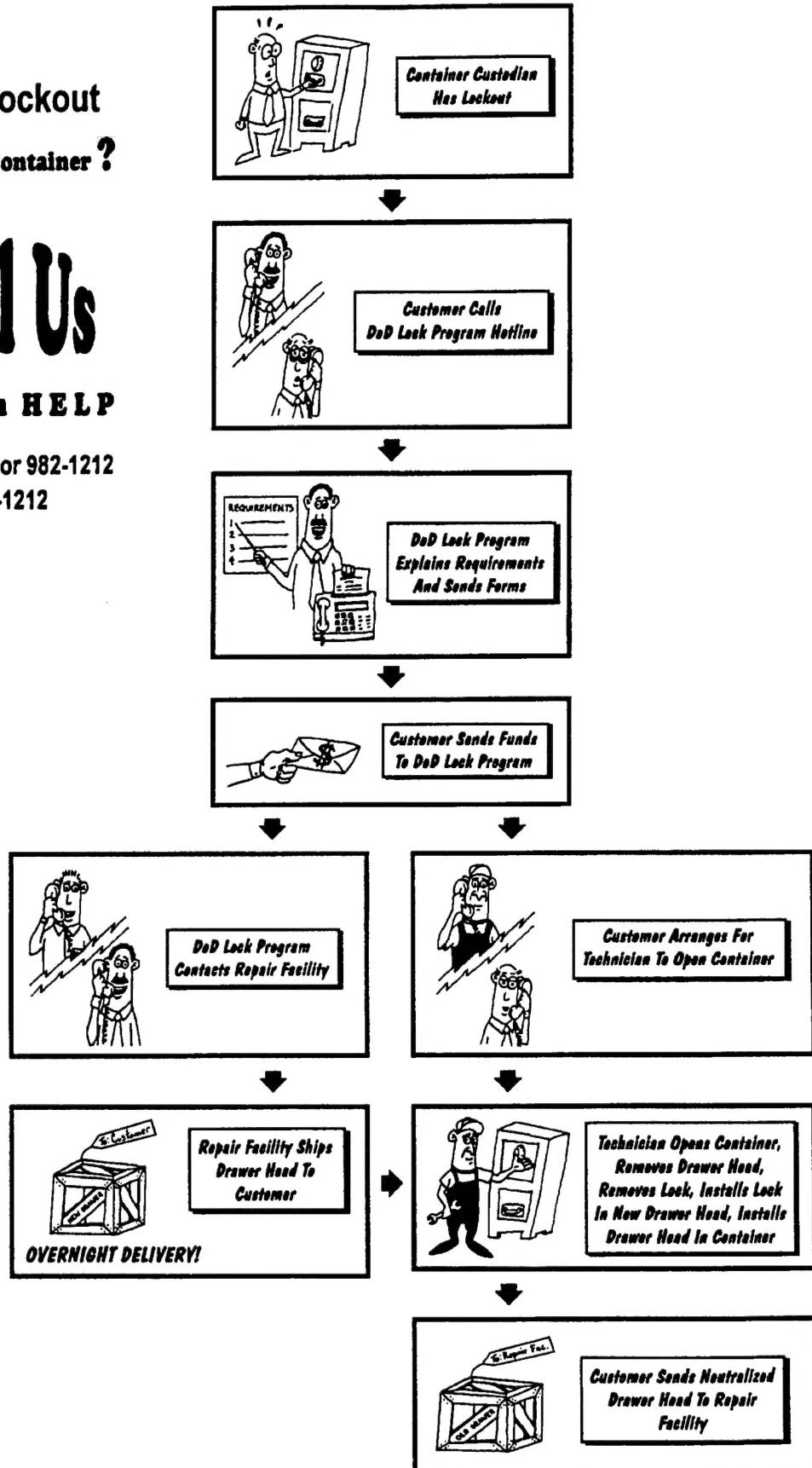


Figure 2. Flow diagram.

DEPARTMENT OF THE NAVY

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